



HR INSIDER

THE FORT IRWIN CPAC NEWSLETTER

INSIDE THIS ISSUE:

<i>Retirement Assistance</i>	2
<i>Changes to EBIS access</i>	2
<i>USAS Transition Time</i>	3
<i>Supervisory Mandatory Training</i>	3
<i>Debts and Debt Waivers</i>	4
<i>Worker's Compensation Fraud</i>	4
<i>Meet the Staff</i>	5

The CPAC Team:

CPAC Director

Jackie Denton

Robert Tamayo

Roxane Martell Jones

Brian Bennett

Cindy Olmedo

Rosemarie Riel

Bilyana Atova Reece

NAF

Anthony Way

Mardi AlSamurai

Leslie Smith

USAJOBS.GOV DOWNTIME

USAJOBS (usajobs.gov), the government's official site for posting vacancy announcements and hiring information, is moving from its current system to a new USAJOBS 3.0 platform **October 6-12, 2011**. The Office of Personnel Management (OPM) will assume control of USAJOBS. Previously content management of USAJOBS was provided via contractor. This planned system transition ensures all the data will be extracted from the old system, scanned and cleaned for viruses and moved to the new USAJOBS 3.0 structure, preserving the applicant resumes, seeker profiles and agency job postings.

During the transition time, **6-12 October**, jobs seekers will not be able to conduct searches, apply for jobs, or receive appli-

cation status updates. This off time will allow for the accurate and efficient transfer of all data, ensure the environment is secure, validate the transitioned data, and permit final



testing by agencies.

What applicants should expect during the transition:

Daily transition activity status updates and general employment information on USAJOBS.gov.

The USAJOBS search and apply functions will be "offline," which means no searches can be conducted and no

applications can be submitted via USAJOBS. Open periods of announcements will be extended to take into account the period that USAJOBS will be unavailable.

For ease in accessing your USAJOBS account following the transition, be sure to establish three secret questions in your account profile prior to October 6, 2011.

Applicants can visit USAJOBS.gov for information on preparing themselves for the new USAJOBS and during the transition, as well as daily activity status updates.

ABC-C's Retirement Application Assistance

ABC-C offers presentations for helping employees complete retirement applications. The presentations are available on its web site at <https://www.abc.army.mil>. They cover CSRS and FERS as well as disability applications and feature a friendly voice option and detailed instructions. Please help market this exciting new feature to the workforce. The presentations can be found at various locations within the site: a. Under the "HR Professionals" section, click on "CPAC/HR Representative information",

then "Retirement Forms Preparation Briefings". b. Under the "Benefits Topics" section, click on "Retirement", then "Retirement Forms Preparation Briefings" (for the appropriate retirement system). c. Under the "What's Hot" section, click on "I want to Retire!", then "Retirement Forms Preparation Briefings". d. Under the "What's Hot" section, click on "Retirement Forms Preparation Briefings". (Wait for the slide show to open, then press F5 to activate). The ABC-C's

success for submitting timely and accurate retirement actions relies on three factors: 1) employees educated with regard to their benefits (i.e., issuing information and reminders, making pre-retirement sessions available, etc.); 2) proper maintenance of the OPF, and 3) the timeframe in which the employees submit their retirement applications to ABC-C. Also, the ABC-C's retirement application assistance presentations should result in earlier applications with fewer errors.



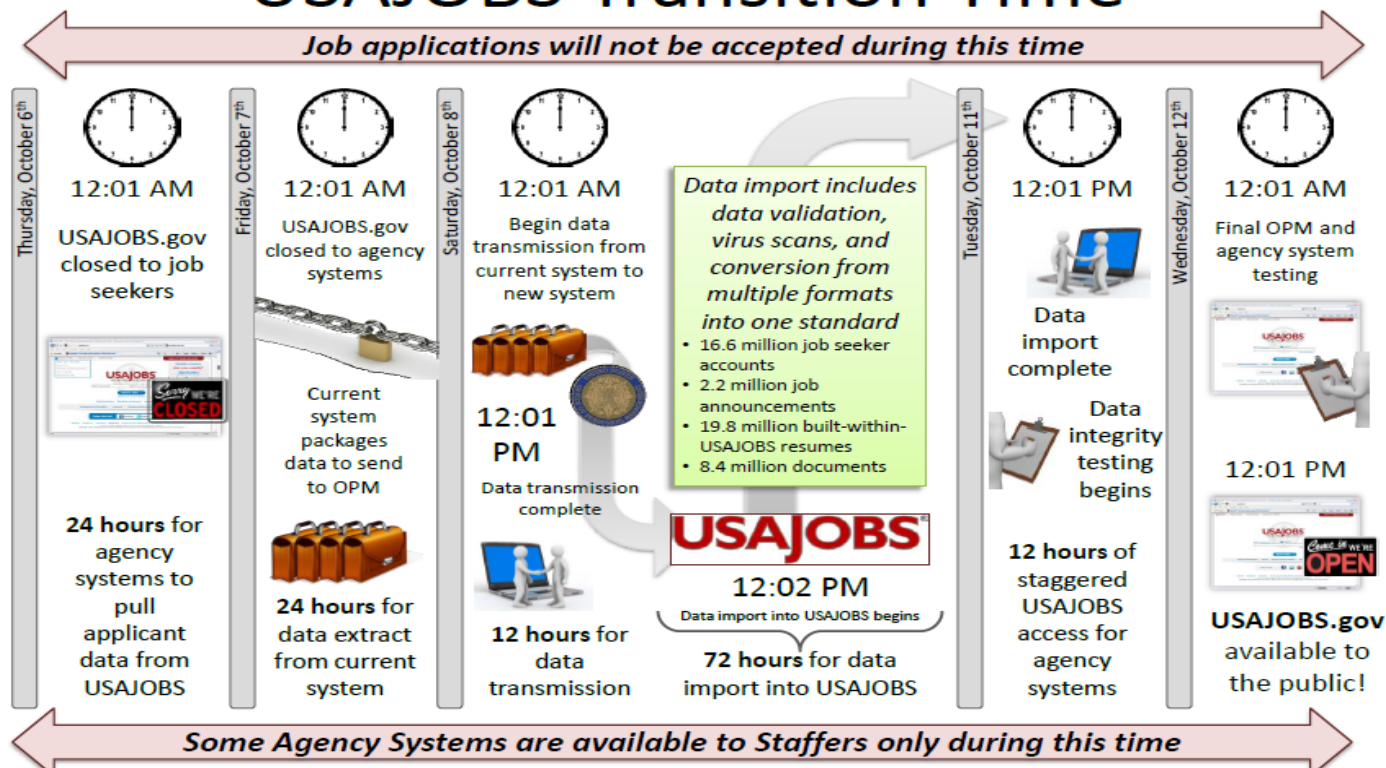
Army Benefits Center EBIS Access Only By CAC Card

Effective 1 October 2011, the Army Benefits Center-Civilian (ABC-C) Employee Benefits Information System (EBIS) will be accessible only by Common Access Card (CAC). This change is mandated in order to comply with Department of Defense (DOD) and Army policy. The safety and security of the customers is priority one. EBIS will only be accessible from a computer with an installed and operational CAC reader. Most, if not all, DOD computers are already configured this way.

This will affect users who access EBIS from their home computers. Home users may still access EBIS if they have installed and configured a CAC reader on their home computers.

Additionally, benefit transactions can still be made through the Interactive Voice Response System (IVRS) which is the automated self-service program you can access from a touch-tone telephone system. IVRS is available 24 hours a day. The toll free number is 1-877-ARMYCTR (1-877-276- 9287).

USAJOBS Transition Time



Mandatory Supervisory Training for All Supervisors (Military and Civilian) Supervising Army Civilians

The 2010 National Defense Authorization Act (NDAA) outlines specific requirements for mandatory supervisory training.

- First time supervisors with less than one year of experience supervising Army Civilians are required to complete supervisory training no later than 12 months after the date on which they were appointed to their current supervisory position. The Office of Personnel Management requires that supervisory training be completed as a condition of the new supervisor's one year probationary period during which the new supervisor is evaluated for qualities and characteristics essential for effective performance. If found unsuccessful, the supervisor is removed from the position.

- Additionally, all supervisors of Army Civilians are required to complete refresher/sustainment training at least once every 3 years.

The Department of Army (DA) has implemented the following policies to bring all supervisors of Army Civilians into compliance with the Department of Defense and NDAA requirements: The Army recognizes the TRADOC online Supervisor Development Course (SDC) as being the method of instruction for providing mandatory supervisory training. The SDC is managed by the Army Management Staff College and is located at <http://www.train.army.mil> (course number ACCP 131 F21). (Note: the SDC is currently unavailable for new registration online until Oct 1, 2011).

SUPERVISOR CORNER.....



Debts and Debt Waivers

Debts are caused by overpayment of wages and generally occur for two reasons: timekeeper adjusted the time and attendance for a prior pay period or HR processed a correction or change to a previous personnel action. Notification of the debt depends on the amount of the debt and when the debt was processed.

1) If the debt is \$50.00 or less OR the debt was processed within four pay periods of the original overpayment, deductions are made immediately upon establishment of the debt. Employees are notified of the collection on

their LES in the remarks section.

2) If the debt is more than \$50.00 or after four pay periods of the original overpayment, employees are notified by letter to repay the debt or establish a repayment agreement within 30 days (45 days for overseas pay accounts). If employee does not repay the debt or establish a repayment agreement, the Defense Finance and Accounting Service (DFAS) will begin involuntary deductions of 15% of the amount of the net disposable pay.

The application for a debt waiver must be sub-

mitted within 30 days of receipt of the debt letter. To receive favorable consideration for a waiver, it must be determined that collection is against equity and good conscience and not in the United States' best interest. Submitting a waiver request does not relieve the employee of the responsibility of paying the debt. Debt collection will continue after receipt of the waiver application, but if the waiver is approved, any amount collected will be refunded.

For more information on debts and debt waivers, see Debt at <http://www.dfas.mil/dfas/civilianemployees.html>.

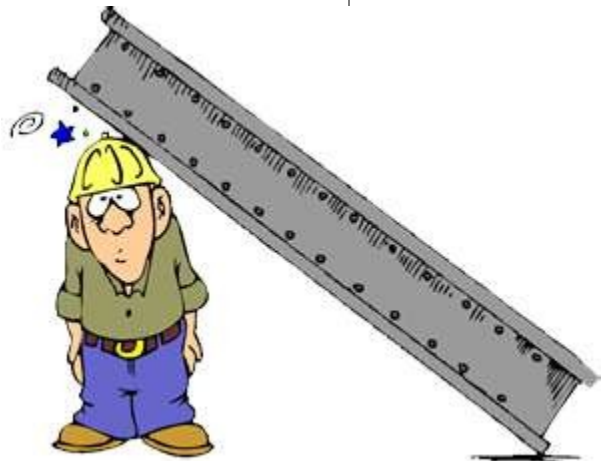
Believe You've Seen Evidence of Workers' Compensation Fraud? Contact GAO

WASHINGTON, DC (July 14, 2011) - The U.S. Government Accountability Office (GAO) is investigating fraud and abuse in the Federal Employees' Compensation Act (FECA) program. Specifically, GAO is looking for information on cases in which federal employees are currently abusing workers compensation benefits.

For example, fraud schemes might include a beneficiary working a second job, overstating their workers' compensation claim, or collecting benefits for a deceased individual. Anyone with information regarding fraud or abuse of the FECA program by federal employees is encouraged to contact GAO at [workerscomp-](mailto:fraud@gao.gov)

fraud@gao.gov. All information about individuals who contact them will be kept confidential.

***Abuse of benefits
by federal
employees can be
reported
anonymously***





CHRA - Delivering Strong!



CPAC PRESENTS: MEET THE STAFF

Brian Bennett has been working for Fort Irwin CPAC as a HR Specialist since March 2009. Prior to working at Fort Irwin he has lived in Arizona for 11 years, worked at Fort Huachuca, and obtained a Bachelor's Degree from the University of Arizona. Brian works as a Human Resources Specialist in the Ft. Irwin CPAC office, working on classifying positions, announcing jobs and providing general HR related assistance. Brian is known for having various Mr. Potato heads on his desk, which change monthly. Brian is a huge hockey fan and has made it his personal goal in life to covert non-fans to the sport.

In Brian's opinion:

The greatest rock and roll album ever is:

Stop Making Sense by The Talking Heads

The greatest movie of all time is: The Shawshank Redemption

Favorite ice-cream flavor in the history of the world is: Rocky Road

Fort Irwin Civilian Personnel Advisory Center

Bldg 577

Fort Irwin, CA 92310

Hours of operation:

Mo, Wed, Fr 08:00–16:00

Tue, Th 08:00–12:00

Tel. 760-380-3077

Fax. 760-380-3290 or 760-380-3315

Non-Appropriated Funds

Bldg 577

Fort Irwin, CA 92310

Hours of operation:

Mo, Tue, Wed, Fr 07:30–16:00

Th 07:30–12:00

Tel. 760-380-6227

Fax. 760-380-6527

Email. irwincpac.naf@us.army.mil

The HR Insider is a newsletter created by the Fort Irwin CPAC Team and features useful information for supervisors, employees and applicants in reference to employment and employment opportunities. For questions and comments please write to bilyana.e.atova@us.army.mil

DID YOU KNOW.....

Effective September 30, 2011, the Defense Finance Accounting Service - Center (DFAS) will turn off hard copy mailings of Leave and Earnings Statements (LES) to all non-bargaining unit civilians and all military members. The reduction of mailed copies will improve the security and privacy of employees' financial and personal data. Advantages for the Army include improved customer service and security, as well as a reduction of thousands of W2s and LESs being returned to the payroll office due to incorrect mailing addresses thus resulting in the potential savings of up to \$1.3M a year.

In the event the electronic standard causes a hardship, individuals will retain the ability to turn on hard copy LES delivery by using myPay.

This change is for non-bargaining unit employees. Bargaining unit employees will follow in the future.